

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT
HUMAN RESOURCES OFFICE
APO AE 09096**

AMENDMENT

**STUDENT EDUCATIONAL EMPLOYMENT PROGRAM
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: E-06-98
AMENDMENT #1

OPENING DATE: 11 MAR 1998
CLOSING DATE: **18 JUN 1998**

POSITION: SEVERAL POSITIONS, GRADES - GS-4, 3 AND 2
(PERIOD OF EMPLOYMENT - 7 JUNE THROUGH 5 SEPTEMBER 1998)

Clerk (Office Automation)
Mail Clerk
Procurement Clerk (Office Automation)

SALARY: \$17,848 PER ANNUM

LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, WIESBADEN, GERMANY

POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715

AREA OF CONSIDERATION: ALL U.S. CITIZENS IN THE WIESBADEN COMMUTING AREA WHO MEET THE DEFINITION OF A STUDENT (See definition below)

(As stated above each applicant must meet the definition of a student which is an individual enrolled or accepted for enrollment in at least a half-time academic course load in an accredited high school, technical or vocational, associates, baccalaureate, graduate, or professional diploma or certificate program.)

SUMMARY OF DUTIES: Responsible for performing nonprofessional technical and clerical work in different functional areas within the Europe District such as environmental, accounting and finance, logistics management, contracting, information management, public affairs, etc.

MINIMUM QUALIFICATION REQUIREMENTS: FOR GS-4, applicants must have one year of progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. FOR GS-3, six months of experience described above. FOR GS-2, 3 months of experience described above. EDUCATION MAY BE SUBSTITUTED FOR EXPERIENCE AS FOLLOWS: TWO YEARS OF EDUCATION ABOVE HIGH SCHOOL LEVEL for GS-4, ONE YEAR OF EDUCATION ABOVE HIGH SCHOOL LEVEL FOR GS-3, AND HIGH SCHOOL GRADUATION OR EQUIVALENT FOR GS-2. SOME POSITIONS MAY REQUIRE TYPING AT A MINIMUM OF 40 WORDS PER MINUTE AND KNOWLEDGE OF COMPUTER SOFTWARE SUCH AS WORD PERFECT, ETC.

QUALITY OF EXPERIENCE: Applicants must have had progressively responsible experience of a scope and quality sufficient to demonstrate conclusively the ability to handle the duties of the position.

CONDITIONS OF EMPLOYMENT: 1. Prior to appointment, male applicants between the ages of 18 through 25 must certify that they are registered with the Selective Service. 2. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY: Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) OPM Form 79-2, (Identification of Race and National Origin) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(3) SF-50, Notification of Personnel Action, if applicable. This is used as proof of status of current or last appointment and MUST be submitted.

(4) Most recent annual Employee Performance Appraisal.

(5) FAMILY MEMBERS (FM) must provide a copy of the sponsor's PCS orders. Family members on leave without pay must also provide a copy of their SF-50 that verifies LWOP status and latest performance appraisal.

(6) FORMER MEMBERS OF THE MILITARY ARMED FORCES must submit copy #4 of their DD Form 214.

(7) In addition to the SF-171 or OF 612, applicants who have education above the high school level MUST present a transcript of their college credits or a similar document showing courses taken and grades received to receive credit for substituting education for experience..

EQUAL EMPLOYMENT OPPORTUNITY: Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

PRIVACY ACT REQUIREMENTS (P.L. 93-579): The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, ROOM 700, AMELIA EARHART OFFICE CENTER, KONRAD ADENAUER RING 39, WIESBADEN, GERMANY, NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.